

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.07 USE OF POST VEHICLES/FLEET MANAGEMENT

A. General

This procedure supplements ISP procedure 02.12 Use of State Vehicles/Fleet Management, governing POST's specific practices for vehicle use, maintenance, and required reporting.

State law and risk management standards permit the driving of state vehicles by persons other than employees when they have permission from the appropriate authority, are driving in furtherance of state business, and possess a valid operator's license. All state vehicle use policies, ISP Conduct Expectations and vehicle use procedures, and this procedure apply to the operation of POST vehicles by non-employee drivers.

B. POST Vehicles

1. POST maintains both pool vehicles for general employee use, and special purpose vehicles. Special purpose vehicles include range vehicles, scenario vehicles, EVOC, PIT and skid cars for training staff, instructor and student use.
2. Special purpose vehicles are not available for general use by employees or instructors
3. Only EVOC and scenario vehicles may be used for training scenarios; use of other vehicles must be specifically approved by the training manager, designee or deputy administrator.
4. The PIT cars are not generally loaned to outside agencies due to high cost and frequency of repair. They are for Ada CSO and POST use only; exceptions must be specifically approved by the training manager, designee or deputy administrator and the POST Receipt and Agreement for Equipment form must be completed and signed by the borrower prior to use.
5. The skid cars are not generally loaned to outside agencies due to requiring technical knowledge to use the systems. They are for POST, ISP and CWI use only; exceptions must be specifically approved by the training manager, designee or deputy administrator and the POST Receipt and Agreement for Equipment form must be completed and signed by the borrower.
6. When not in use, non-assigned vehicles are parked backed-in, in designated parking stalls located along the north and east parking lot extremities of building 8.
7. POST vehicles are subject to inspection under ISP procedure 02.19, Inspections and Reviews.
8. Due to the nature of vehicle use, POST EVOC vehicles are professionally inspected for mechanical issues after each patrol academy, subject to available funding.

C. POST Fleet Coordinator

1. The POST fleet coordinator is located in building 8.
2. POST fleet coordinator:
 - a. Ensures that each vehicle carries the State of Idaho "Auto Accident Report Guide" (tri-fold), "Citizen's Claim Procedure" (green insert), a "Certificate of Financial Responsibility", the automobile registration form, current emissions test results and gas card (for pool vehicles);

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- b. Provides the EHF 12 05-01 NHTSA Van Safety Information brochure to drivers of the 15-passenger van, and receives the signed EHF 12 05-02 Van Safety Acknowledgment from each driver;
 - c. Maintains and issues POST vehicle keys and clipboards with monthly pool vehicle check-out logs;
 - d. Issues vehicles to authorized drivers possessing a valid drivers' license and driving in furtherance of state business;
 - e. Informs non-employee drivers of all applicable guidelines in ISP/POST procedures, and receives the signed on the EH 12 06 Non-Employee Driver Acknowledgement;
 - f. Ensures that borrowers sign and submit the POST Receipt and Agreement for Equipment Form prior to vehicle use whenever such form is required by this policy, and completes the form when the vehicle is returned. If a vehicle is not returned in acceptable condition the fleet coordinator submits the form to the business operations specialist along with a cost estimate of any necessary repairs or replacement.
 - g. Tracks and maintains all POST vehicles, including regional vehicles;
 - h. Ensures all maintenance and repairs, oil changes, emissions tests, tire rotations and recalls occur when necessary;
 - i. Prepares and submits all required reports to the administrator, deputy administrator and business operations specialist;
 - j. Enters required information into the Tiburon Fleet Maintenance database;
 - k. May order rental vehicles as needed for academies;
 - l. Conducts a self-audit annually on randomly-chosen vehicles;
 - m. Assists with the management efficiency review audit under ISP procedure 02.19; and
 - n. is the point of contact to issue safety cones.
3. To ensure that vehicles receive timely required maintenance such as oil/filter changes or recalls, users may occasionally be assigned those tasks by the fleet coordinator.
 4. In the fleet coordinator's absence, the training manager serves as the back-up fleet coordinator

D. Requesting Use of/Checking Out POST Vehicles

1. Basic training academies have the highest scheduling priority for use of vehicles.
2. The fleet coordinator maintains a check-out board showing the status of each available vehicle.
3. The fleet coordinator determines which vehicle to assign based on mileage, specific purpose and vehicle availability.
4. All requests for vehicle use must be submitted in writing; email is preferred.
5. Requests for special vehicle use must be submitted in writing at least 2 weeks prior to the anticipated use:
 - a. Requests not made prior to the 2-week deadline must also be made in writing and are considered on an as-needed, first-come, first-served basis;

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- b. Academies typically using certain special purpose vehicles may submit a request for vehicles to be used throughout a calendar year, although due to need and demand, all vehicles may not be blocked out for all academies for the entire year;
 - c. Staff or approved firearms instructors having the primary range responsibility may check out a designated special purpose vehicle for the duration of the range activity scheduled.
6. Individuals checking out a vehicle receive the keys, clipboard and, for some special purpose vehicles, the gas card from the fleet coordinator.
 7. “Self-checkout” by users is not permitted other than in a validated emergency situation; abuses may lead to loss of vehicle privileges.

E. Driver Responsibilities

1. Each individual using a POST vehicle must:
 - a. Accurately log the purpose of use, dates of use and mileage out/in on the EHF 12 05-03 Vehicle Check Out Log;
 - b. Refuel the vehicle to maintain no less than ½ tank of fuel; all fuel purchases must be made with the appropriate gas card and should not be made using a P-card;
 - c. Ensure that the vehicle is clean inside and out when returned;
 - d. Back the vehicle into its assigned parking stall; and
 - e. Return the assigned keys, completed log on the clipboard, any necessary receipts and the gas card, if issued, to the fleet coordinator.
2. POST employees may purchase car washes either with the individual P-card or the assigned fleet gas card:
 - a. for car washes by P-card purchase, retain the receipt and follow the P-card reconciliation process described in ISP procedure 04.08 Purchasing Card, section C. Card Usage;
 - b. for car washes purchased with the fleet gas card, return the receipt to the fleet coordinator, along with the assigned keys and clipboard containing the completed log.

F. Assigned Vehicles

1. Assigned manager and regional coordinator vehicles are maintained on that individual’s personal inventory. Regular maintenance for these vehicles is the responsibility of the staff member the vehicle is assigned to.
2. Managers and regional coordinators’ submit a completed EHF 12 05-04 Fleet Maintenance Log to the fleet coordinator no later than the 5th of each month.
3. When the fleet gas card is used to pay for car washes, the expense is reported on the monthly fleet log and receipts are submitted with the completed fleet log.

G. Vehicle Storage

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1. ISP procedure 02.12 Use of State Vehicle/Fleet Management section E. Vehicle Storage defines home-to-office driving as a privilege granted specifically by the director under certain circumstances.
2. The administrator has the director's delegated authority to approve home-to-office driving of state vehicles for POST employees.

